

## B KidsCare FAA Local Office Responsibilities

Using the [KidsCare Application Process](#), the FAA local office must complete the following:

- Accept the KidsCare new or renewal application, via e-mail, and consider the application as an [official AHCCCS application](#).

To access the application, click on the link indicated in the File Link section on the KidsCare Turn-Around Document (TAD).

- Print the application and other documents included.
- Ensure registration is completed as follows:

For new applications, [Research and Analysis](#) (R&A) monitors whether the application was successfully automatically registered through the [KidsCare Automatic Registration process](#). (See [KidsCare Referral Routing](#)) When the application was not automatically registered, R&A manually registers the application.

When the application was automatically registered, complete the procedures outlined in KidsCare Automatic Registration Process.

For renewal applications, and new MA Only applications served by the FAA local offices listed in [R&A KidsCare - Local Offices](#), R&A completes the following:

- Keys the INTERVIEW DATE AND TYPE field on INDA.

NOTE The interview date is the same date indicated as the Application Date on the KidsCare Referral TAD.

- Keys Y in the INTERVIEW COMPLETED field on INDA.
- Keys IN in the MA PT field on SEPA for all participants.
- Add any potentially eligible applicants when there is an open or pending case in AZTECS.
- When the KC Referral Source Code is not keyed at registration, key KC in the REFERRAL SRC field on RESE.
- When information indicates potential eligibility for other benefits or mandatory DCSE referral, see [Referral for Other Benefits and DCSE Requirements](#).
- Complete the KidsCare Application Process, meeting [KidsCare Time Frames](#).